



IMMIGRATION

Canada

Family Class

**Sponsorship of
parents, grandparents,
adopted children and
other relatives**

**Visa Office Specific
Instructions
Paris**



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**Ce guide est également
disponible en français**

Appendix A

Checklist

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Send photocopies of all documents, **unless instructed otherwise**. The *Engagement*, if you intend to live in the province of Québec, and the police certificates, must be **originals**. If your documents are not in English or French, send a notarized translation with a copy of the originals.

1.	IMMIGRANT FORMS	
Check that they are complete and, where applicable, signed:		
Supplementary Information – Your travels. - This form is provided at the end of this Appendix and must be completed by you, the principal applicant.		<input type="checkbox"/>
Additional Family Information (IMM 5406) - You and each of your family members 18 years of age or older must complete their own copy of this form.		<input type="checkbox"/>
Use of a Representative (IMM 5476) - If you want us to deal with a representative on your behalf, be sure you have completed and signed the form.		<input type="checkbox"/>
Make sure that the spelling of your family name and given names is the same as the spelling in your passport. If you were born in a country that is not a member of the European Union or Switzerland, please attach a photocopy of your application form.		
2.	IDENTITY AND CIVIL STATUS DOCUMENTS	
National identity card, birth certificate, marriage certificate, annulment, final divorce decree, certificate of legal separation for yourself and your spouse or common-law spouse, and death certificate for your former spouse if applicable. You must inform us immediately of any change in your marital status, whether before or after having received the visa.		
3.	CHILDREN'S INFORMATION	
Birth certificates including parents' names; adoption papers for adopted dependent children; in the case of divorced or separated parents, a court document indicating custody of the children;		
If your child's age was locked in before August 1, 2014, also submit:		
Proof of continuous, full-time studies for all dependent children aged 22 years or over; complete school records/transcripts since attaining age 22, and proof of full financial support by parents since reaching age 22. You must inform us immediately of any change in family composition.		
4.	TRAVEL DOCUMENTS AND PASSPORTS	
Photocopy of every page of passports or travel documents for you, your spouse or common-law spouse and dependent children. If you live in a country other than your country of citizenship, attach a copy of your visa or residency permit for the country where you currently reside. Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada.		
5.	PROOF OF RELATIONSHIP IN CANADA	
Proof of relationship to your sponsor in Canada, such as birth, adoption, marriage certificates, and proof of that person's status in Canada: photocopy of the Record of Landing (IMM 1000) or proof of Canadian Citizenship such as photocopy of pages of a Canadian passport or Canadian Citizenship card.		

6.	POLICE CERTIFICATES AND CLEARANCES Original police certificates from each country in which you and everyone in your family aged 18 years or over have resided, six months or longer, since reaching 18 years of age. Please consult our website at: www.cic.gc.ca/english/information/security/police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.	<input type="checkbox"/>
7.	ENGAGEMENT The original of the <i>Engagement</i> if your intention is to reside in the province of Québec.	<input type="checkbox"/>
8.	PHOTO REQUIREMENTS Supply two (2) recent photos for each member of your family and yourself. Follow the instructions in your guide (see Photos in section on completing the Application for Permanent Residence in Canada) and in Appendix B: Photo Specifications .	<input type="checkbox"/>

Mailing your application

Place all your documents and this checklist in a sealed envelope and mail them to:

Sponsorship: (Type of sponsorship)
Case Processing Centre – Sydney
P.O. Box 9500
Sydney, Nova Scotia
B1P 0H5
Canada

If you're sending the application using a courier service instead of by mail, use the following address:

Sponsorship: (Type of sponsorship)
Case Processing Centre - Sydney
49 Dorchester Street
Sydney, Nova Scotia
B1P 5Z2
Canada



SUPPLEMENTARY INFORMATION

Your travels

IMM
5562
(05-2004)
English

The principal applicant must complete this form.

If there is not enough space to provide all the necessary information, use an extra sheet of paper.
Print your name and the form's title on the additional sheet.

1 - Your full name

Family name

Given name(s)

FOR OFFICE USE ONLY

2 - List all trips you, and if applicable, your family members have taken outside your country of origin or of residence in the last ten years (or since your 18th birthday if this was less than ten years ago). Include all trips: tourism, business, training, etc. If you or your family member did not travel outside of your country during this period, check "did not travel".
For example:

04-2004	04-2004	6 days	Madrid, Spain	Business
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a) You

did not travel

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

b) Your spouse or common-law partner

did not travel

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

c) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

d) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

e) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used for the purpose of assessing your application for permanent residence according to the requirements of the Act. It will be retained in Personal Information Bank CIC PPU 039 entitled Overseas Immigration Case File identified in **Infosource**. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Immigration, Refugees and Citizenship Canada Call Centre. **Infosource is also available in Canadian public libraries.**

Appendix B

Photo Specifications

Notes to the applicant

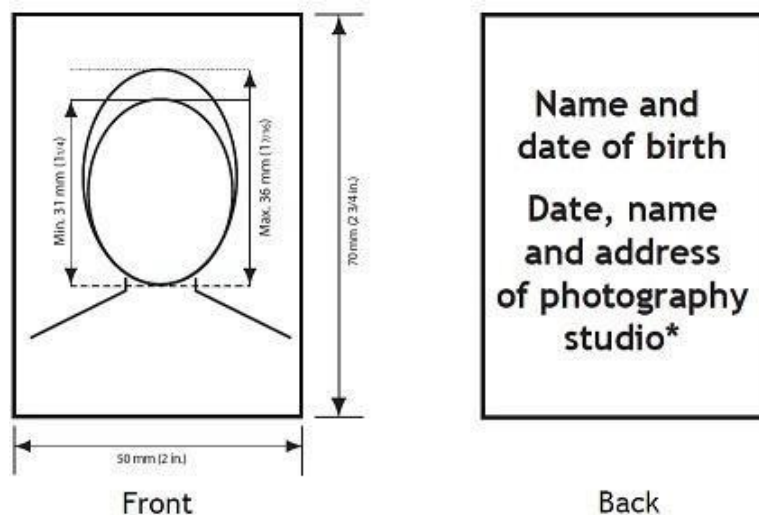
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Make sure that you provide the correct number of photos specified in this guide.
- You must provide identical and unaltered photographs.
- Photographs may be in colour or in black and white.
- Photographs must be original and not altered in any way or taken from an existing photograph.
- Photographs must reflect your current appearance (taken within the past six (6) months).

Notes to the photographer

The photos must be:

- taken by a commercial photographer;
- 50 mm x 70 mm (2 inches wide x 2 3/4 inches long) and sized so the height of the face measures between 31 mm and 36 mm (1 1/4 inches and 1 7/16 inches) from chin to crown of head (natural top of head);
- clear, sharp and in focus;
- taken with a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- taken with uniform lighting and **not show** shadows, glare or flash reflections;
- taken straight on, with face and shoulders centered and squared to the camera (i.e. the photographs must show the full front view of the person's head and shoulders, showing the full face centered in the middle of the photograph);
- taken in front of a plain white background with a clear difference between the person's face and the background. Photographs must reflect and represent natural skin tones.



Not actual size. Refer to measurements above.

The back of one (1) photograph must:

- bear the name and date of birth of the subject, as well as the name and complete address of the photography studio;
- bear the date the photograph was taken;
- The photographer may use a stamp or handwrite this information. Stick-on labels are unacceptable.

Appendix C

Medical Instructions

A medical exam is obligatory for yourself, your spouse or common-law partner and your dependent children, even if they are not accompanying you to Canada. If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered your dependent child, even if they usually live with the other parent and is not accompanying you to Canada.

Canadian immigration law defines as inadmissible to Canada a person who is suffering from any disease, disorder, disability or other health impairment as a result of the nature, severity or probable duration of which, in the opinion of a medical officer concurred with by at least one other medical officer, they are or are likely to be a danger to public health or to public safety, or their admission would cause or might reasonably be expected to cause excessive demands on health or social services. If your family member is inadmissible, you will also be inadmissible.

You will receive the forms and instructions for the medical exam, as well as the list of designated doctors in your country of residence, when a positive selection decision is made. It is up to you to make an appointment with the designated doctor of your choice. You are also responsible for paying all the fees for the exam.

The permanent resident visa has the same validity as the medical results, that is, 12 months from the date of the first exam or test.